

# **Charter and Operation Guides for the California Department of Forestry and Fire Protection Native American Advisory Council**

Revised Date: January 26, 2005

The Director of the California Department of Forestry and Fire Protection (CDF) authorizes the creation of a Native American Advisory Council (NAAC) to advise the CDF Director on Native American issues. This charter and policy statement provides the NAAC with its purpose and operational guidelines.

## **Mission Statement:**

The mission of the Native American Advisory Council is to assist the California Department of Forestry and Fire Protection (CDF) in establishing a cooperative and meaningful relationship with California tribes. A positive relationship will facilitate CDF's work toward achieving its goals and objectives while protecting places of significance to California tribes and actively involving tribes in all aspects of the Department's responsibilities that affect California Native Americans.

## **Membership:**

The NAAC shall consist of nine (9) appointed voting members plus two non-voting agency officials. The agency officials or their designees shall attend NAAC meetings to provide support, information, and policy direction. The nine appointed members shall be Native Americans and shall represent Native American interests statewide. These members shall be appointed by the CDF Director to serve at the pleasure of the CDF Director for a term not to exceed four years. A member may be reappointed at the end of the four-year term.

CDF shall attempt to appoint members from within several different geographical areas across the state. CDF shall also give consideration to other types of representation, by including members from federally recognized as well as non-recognized tribes, to ensure statewide representation. CDF shall also attempt to recruit members from key Native American groups known to have an interest in CDF's programs and might have members interested in serving on this Council. These key groups include, but are not limited to, the *California Indian Forest and Fire Management Council*, the *Southern California Natural Indian Resources Consortium*, and the *California Indian Basketweavers Association*.

If an appointed member can not attend a scheduled meeting, he or she shall designate an alternate to attend and shall notify CDF of the name of the alternate that will be attending the meeting. The alternate shall have the authority to vote. The two non-voting members shall include the Executive Secretary of the Native American Heritage Commission (NAHC) and the CDF Deputy Director for Resource Management. These agency officials may appoint designees to attend meetings in their absence. The Chairperson may appoint ad hoc committees to assist in the Council's work product and reports.

**Membership Expectations:**

Appointed members of the NAAC are expected to make every effort to attend the scheduled meetings and participate in the actions which follow. Members that must miss a scheduled meeting are encouraged to select a designee to attend a meeting in the member's absence. Members are expected to provide CDF with their current email address and telephone numbers to use for communications and to promptly notify CDF if these addresses or numbers change. CDF expects members to promptly respond to email and/or telephone communications from CDF and/or the NAAC Chairperson. Any member who has difficulty in using email as an effective tool is encouraged to make other arrangements with CDF to ensure prompt, efficient communications. This might include the member appointing a designee to receive and transmit email messages to and from CDF.

Members are also expected to make efforts to communicate with other Native American groups and individuals throughout the geographic or demographic area the member represents. This communication shall notify Native American communities about the existence of the NAAC, shall collect information from them to bring to meetings, and report back following meetings. The nine NAAC members are intended to represent Native American interests throughout the state, not just within their own tribal group.

**Chairperson:**

The NAAC, in consultation with CDF, shall designate a chairperson and Vice-Chairperson from the nine voting members to develop meeting agendas and preside over the meetings.

**Meeting Frequency:**

The NAAC shall meet as often as necessary, but at least twice per year. It is CDF's desire to hold at least three actual face-to-face meetings per year. Conference calls between NAAC members and key CDF staff may also be conducted, in addition to the actual meetings, to develop meeting agendas, assign tasks, and coordinate schedules for deliverables. Early in the calendar year, the NAAC shall schedule the entire year's meeting dates in advance to enable members of the public to plan to attend.

**Meeting Time and Location:**

Some of the meetings shall be held at Sacramento Headquarters since this is a central location and meeting rooms are easily obtained at little or no cost to the state. It is also CDF's desire for the NAAC to hold meetings at key locations throughout the state, to encourage attendance from local Native American communities. Typically, one meeting will be scheduled before fire season, one during fire season and one after fire season. Any meetings involving field visits or evaluations shall have prior approval of the Director.

**Public Notice:**

NAAC meetings are not subject to noticing requirements contained in the Bagley-Keene Open Meeting Act (Government Code Sections 11120-11132).

**Rules of Order:**

The chairperson shall conduct the meetings in accordance with this Charter and with *Sturgis Standard Code of Parliamentary Procedure*. Where conflicts exist between the two, this Charter presides.

**Quorum:**

A quorum shall consist of a minimum of five (5) voting members. If the meeting location has facilities to support members participating through telephone, a member participating by telephone may count in an assessment of quorum, as long as that member remains on the line.

**Agenda/Travel Expenses:**

The NAAC Chairperson shall develop the agenda for meetings, in consultation with the CDF staff person assigned to provide logistical and administrative support to the NAAC. CDF staff shall contact NAAC members to schedule meeting dates, mail the notice and agenda, and make arrangements to secure an appropriate meeting site. The Chairperson shall have final approval of meeting dates and agenda items. CDF staff shall prepare Travel Expense Claims after each meeting based upon information provided by NAAC members, and shall ensure travel reimbursement checks are mailed to members after they are issued. NAAC Members shall consult with the CDF to obtain the necessary guidance regarding travel reimbursement procedures.

**Funding:**

CDF shall establish a fund to reimburse NAAC members for travel expenses within the amounts currently set for state employees. The total cost of these travel reimbursements shall not exceed total fund encumbered for NAAC Travel Expenses, unless authorized in advance by the CDF Director. CDF shall also provide operating expenses for the conduct of meetings within the guidelines of the State Administrative Manual and applicable laws and regulations.

**Council Goals and Objectives:**

At the beginning of each calendar year, the NAAC shall develop a list of goals and objectives it seeks to accomplish during the year. This list shall be submitted to the CDF Director by March 1 of each year.

**Council Staffing:**

CDF will provide staffing assistance within the resources available to provide recording of minutes with copies to the members and to complete other administrative work needed to support the Council. Currently, the CDF Staff Member assigned to provide this staff assistance is the *Assistant to the Director*.

**Reporting:**

The CDF Deputy Director or representative attending the meetings shall report, with council's approval, issues, findings, and recommendations to the CDF Director. The NAAC shall submit an annual report to the Director that reports on the accomplishments specified in the Goals and Objectives Report submitted earlier in the year to the Director. The annual report is due to the Director by January 30. The NAAC may deliver periodic reports to the Board of Forestry and Fire Protection, as requested by the Director.

Approved by:

(Original Signed by)

Dale T. Geldert, Director

Department of Forestry and Fire Protection

Approval date:

(Signed on January 26, 2005)